



TERMS OF REFERENCE

Call for Good and Promising Practices (C4GPP) Graphic Recording

Remote / September - October 2023

1. Context

Persons with disabilities are disproportionately affected by humanitarian crises and natural disasters. Environmental, institutional, and attitudinal barriers prevent them from accessing humanitarian assistance and participating in decisions on issues affecting their lives.

Continuing gaps in disability-inclusive humanitarian coordination, evidence, and the limited collection and use of quality disability-disaggregated data in the design of response strategies and operational programming have meant persons with disabilities are routinely left behind during humanitarian programming.

The 'From Guidelines to Action' project will directly address this by supporting interested humanitarian actors to strengthen their capacity to collect and utilize data information with and on affected people with disabilities, to coordinate effectively on issues of disability-inclusion, and to design and implement interventions which are accessible to persons with disabilities and promote their meaningful engagement and empowerment.

The project will have a specific focus on humanitarian coordination, protection and food security sectors and will work closely with clusters in two pilot countries, implementing partners engaged humanitarian stakeholders in the country and at the global level, and specialist advisors in each area to maintain global quality and technical standards.

Under result 2, a call for Good Practice Collection of the Global Reference Group on inclusion of persons with disabilities in humanitarian action (DRG) was launched in early 2023. The aim is to enhance learning opportunities and evidence around good practices implemented by humanitarian actors to operationalize the IASC Guidelines on inclusion of persons with disabilities in humanitarian action, with a particular focus on the must-do

actions and twin track approach as inclusive programming approaches across different sectors.

2. Overall Objective of the Service

The Consultant will undertake graphic recording to illustrate 22 quality case studies on operationalizing the [IASC Guidelines](#) during the two online pitching sessions to take place in September. The sessions are planned for 20th and 21st with each session lasting up to 3 hours. These case studies are to be developed, and sharable in twenty-two “one pagers”, illustrating the essence of the good practice. This will help further communication, networking and visualizing disability-inclusive humanitarian practice.

3. Key Deliverables of the Service

In consultation with relevant HI staff, the Consultant is expected to deliver:

- (1) Following a kick-off meeting between the Consultant and relevant HI staff, a brief Plan of Action to be developed/agreed, outlining the plan to in order to ensure that the overall objectives of the Service are met. This will need to factor in at least 1 round of feedback from HI staff prior to finalisation.
- (2) 22 "one pagers" with graphic recording for digital use and print (JPEG and PDF). The layout should comply with HI's Graphic Charter. Plus, a cover and an introductory page to put the 22 practices in one "book" (Word and PDF).
- (3) A visual or infographics representing the pitch process (JPEG and PDF)
- (4) Respect WCAG 2.1 standard for online accessibility, including:¹
 - Add alternative text for content bearing images or tag as artifacts,
 - Tag all headings from H1 (for the title), and tag body of text,
 - Tag graphs, tables and links,
 - Make sure links are clickable for the digital version,
 - Add bookmarks for main headings,
 - Ensure appropriate reading order through articles (if relevant, make the content reflowable in PDF),
 - Ensure minimum colour contrast ratio for text and illustrations (superior or equal 3:1).

For the above deliverables, HI's graphical charter must be respected.

¹ Please note: This is a desirable step, if the Graphic Recorder does not have the relevant skills or knowledge, HI will hire an additional consultant to work on this deliverable

4. Time and Location of the Service

We anticipate that the Consultant will work over a period of approximately 2-3 working days in September. Ideally the graphic recording will be done live during the pitch sessions on the 20th and 21st of September. If that is not feasible, the recording of the sessions can be utilized. Prior to finalisation, there will be a validation step. The Service is planned to be finalized by 15th October.

The Service will be conducted remotely.

5. Mechanisms for Communication and Monitoring

For all contractual purposes the primary contact person for the selected Consultant will be Charles Lunn, Project Manager. The Consultant will work closely with HI's Technical Specialists and MEAL and Communications Officer.

At the commencement of the Service there will be an online kick-off meeting to introduce the Consultant to the relevant HI team members and agree on a work plan.

6. HI Policies, Procedures and Ethics

The Graphic Designer shall commit to comply with all Protection Policies, Code of Conduct, Good Business Practices, General Purchasing Conditions available for consultation on [HI's website](#). HI's data protection policy can be viewed via [this link](#).

In addition the selected Graphic Designer must adhere to:

- ✓ Respecting copyright and intellectual property, obtain permissions to use all visual elements;
- ✓ Ensure that the final outputs are not used for commercial purposes;
- ✓ Ensure the respect of basic accessibility standards for print and digital material.
- ✓ Use of Right based approach: a conceptual framework for the process of human development that is normatively based on international human rights standards and operationally directed to promoting and protecting human rights.
- ✓ No sub-contracting: we intend to conclude one contract for the service as described

7. Profile

Eligibility requirements

At the time of the closing date for applications, candidates must fulfil all the following

conditions:

- Be legally registered as a company / consultant;
- Have fulfilled fiscal obligations;
- At least three years' experience in a similar role and a proven portfolio of graphic design / recording work

Selection requirements - Essential

- Excellent knowledge of English and/or French;
- Training in graphic design, graphic recording/facilitation, visual arts, or related field.
- A strong portfolio of print and digital design work.
- Excellent command of design software such as Creative Suite (namely Photoshop, Illustrator and InDesign).
- Excellent time management and organizational skills.
- Excellent communication, interpersonal and diplomatic skills and ability to operate in a multi-national setting;
- Keen eye for detail.

Selection requirements - Desirable

- Experience working with other NGOs as clients;
- A university degree or technical diploma in the field of graphic design / recording
- Understanding of WCAG 2.1 standard for online accessibility

8. Application process

Applications must include:

- A detailed CV, with clear description of education and professional experience;
- A portfolio of graphic design / recording work (PDF format);
- A financial proposal for the service described above.

Please note: all applications will be assessed on the following weighting:

- ✓ 20% CV / Experience
- ✓ 60% Portfolio examples
- ✓ 20% Financial Offer

Please note: for the financial proposal HI will cover daily fees only. It is expected that the Consultant will already have the required software and equipment; there is no travel required.

Please send all required documents **8th September 2023** to Charles Lunn at c.lunn@hi.org with the subject Graphic Recorder. Additional information requests are welcome and should be directed to Charles Lunn or Constance Wanert c.wanert@hi.org.